



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014-9351**

AEAGA-M

7 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAREUR FAMILY READINESS GROUP FUNDING INTERIM GUIDANCE

1. References:

- a. Army Regulation (AR) 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.
- b. Army Regulation (AR) 608-1, Army Community Service Center.
- c. Army Regulation (AR) 600-20, Army Command Policy
- d. Army Europe Regulation (AE) 608-2, Family Readiness System.
- e. Memorandum, HQ USAREUR G1, AEAGA-M, 22 Nov 05, subject: Family Readiness Groups.
- f. Memorandum, HQ USAREUR, AEAGA-M, 8 Dec 05, subject: Funding for Family Readiness Groups (FRGs) in USAREUR.
- g. Army Commander's Guide to Family Readiness Group Operations, DRAFT, September 2005, US Army Community and Family Support Center.

2. I am providing the following information and enclosures to assist Commanders, Family Readiness Group (FRG) Leaders and Family Readiness Support Assistants (FRSAs) in USAREUR in preparing budgets and managing funds for the FRGs. FRGs should reference this memorandum and the enclosures as interim guidance until updates to AR608-1 and AE 608-2 are finalized to reflect the recent changes in FRG funding status.

3. The following summarizes current USAREUR recommendations and provides some examples of "best practices" for FRG fund uses:

- a. The unit Commander will appoint one person in the FRG or unit such as the FRSA or FRL to work with the FRG's Appropriated Funds (APFs) and another individual should work with informal funds (such as designated treasurer on appointment orders) to keep accounting and uses strictly separate.
- b. In order to avoid perceived or actual conflicts of interest, it is recommended that the spouse of the Commander not keep or maintain the FRG informal funds, regardless of his or her involvement or role in the FRG. AR 215-1 and AR 600-20 provide guidance on handling FRG general funds.

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c. Commanders are responsible for and must maintain accountability for property purchased with APFs. APFs are to be used for FRG mission essential activities. Commanders are strongly encouraged to discuss potential purchases with their servicing judge advocate and resource management personnel if there is any doubt that a proposed purchase is related to the FRG mission.

d. Commanders and FRG leaders are encouraged to complete the budget process early to anticipate needs and requests for purchases to support the FRG. Furthermore, with proper planning the Commander can ensure that the proper staff members review the budget.

e. In preparing a budget for the FRG, Commanders, FRG Leaders and FRSAs should consider how to best utilize different sources of funds to maximize benefits using the following steps:

1. The FRG will determine their mission requirements for the remainder of FY 06, determine the amount of funding needed and submit a request to fund those requirements following the guidance at Enclosure 2.

2. If the FRG determines that they have additional needs that are not FRG mission related and therefore not covered by APFs, they may choose to plan how they can raise informal funds to cover these costs, staying within the prescribed fundraising rules and limits.

3. The FRG may inquire into the availability of Non-Appropriated Funds (NAF) through the Army Community Services (ACS) Supplemental Mission Funds, and plan how they can best use their allocation. Supplemental mission funds are sometimes available to units under special circumstances, such as when a private organization or company makes a donation to a Garrison for FRG purposes. Local ACS staff members are available to provide information and guidance on the use and availability of NAF supplemental mission funds for FRGs. NAFs may not be used for any element of expense authorized by APF.

f. When supplies and equipment are purchased for FRGs, they are encouraged to find ways to purchase items that will have lasting value and usefulness for the FRG. For example, an FRG may decide that instead of having a "Welcome Home!" banner professionally made with the units' deployment date and campaign information (i.e. OIF IV), a banner with the unit motto, name and graphics only may be something that could be used many times in the future for a variety of purposes. Inexpensive paper banners could be handmade by the FRG that would express a welcome home message or include time-specific information.

g. FRGs should maintain After Action Reports (AARs) or other notes that report on actual costs and budgets of FRG activities and events. This information can be very useful in planning for future events and needs.

h. FRGs must document all expenditures and financial transactions and retain receipts to ensure they stay within budget, and comply with regulatory record keeping requirements.

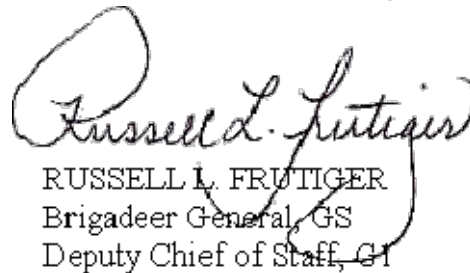
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i. ACS provides excellent training for FRSAs, FRG Leaders, Key Callers, Treasurers, etc. The training addresses all elements of FRG operations including fund raising and managing resource. Interested individuals are encouraged to contact their local ACS to obtain upcoming training dates.

j. The FRG is not responsible for unit activities such as the unit's holiday parties, unit ball/formal, etc. FRGs should not fundraise or spend their money on activities outside the FRG. Furthermore, welcome home events and celebrations are also outside the FRG's funding responsibility, though FRGs may want to participate.

5. The POC is Mrs. Nicole Stickney, DSN (314) 370-3144, or email: nicole.stickney@us.army.mil.



RUSSELL L. FRUTIGER  
Brigadeer General, GS  
Deputy Chief of Staff, G1

ENCLOSURES:

1. References Relating to FRG Funding
2. FRG Funding Process in USAREUR
3. FRG Funding Sources and Uses

DISTRIBUTION:

CDR, V CORPS, UNIT 29355, APO AE 09014-9355  
CDR, 21ST TSC, UNIT 23203, APO AE 09263-3203  
CDR, USASETAF, UNIT 31401, BOX 49, APO AE 09630-0049  
CDR, 5TH SIG CMD, CMR 421, BOX 2001, APO AE 09056-2001  
CDR, 7ATC, UNIT 28130, APO AE 09114-8130  
CDR, 266TH FINCOM, UNIT 29001, BOX 15, APO AE 09007-0015  
CDR, 1ST PERSCOM, UNIT 29058, APO AE 09081-9058  
CDR, 66TH MI GP, UNIT 28614, BOX 4, APO AE 09177-0004  
CDR, 202D MP GP, UNIT 29291, APO AE 09102-9291  
CDR, 18th Engr Bde, Unit 29351, APO AE 09014-9351  
CDR, ERMIC, CMR 402, APO AE 09180-0402  
CDR, ERDC, CMR 442, BOX 812, APO AE 09042-0812  
G8, USAREUR, UNIT 29351, APO AE 09014-9351  
JA, USAREUR, UNIT 29351, APO AE 09014-9351  
DIR, IMA-EURO, UNIT 29353, BOX 200, APO AE 09014-0200  
CDR, USAG Stuttgart, CMR 423, APO AE 09107

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CDR, USAG Vicenza, UNIT 31401, APO AE 09630  
CDR, USAG Heidelberg, UNIT 29237, APO AE 09102  
CDR, USAG Benelux, UNIT 21419, APO AE 09708  
CDR, USAG Franconia, UNIT 26622, APO AE 09244  
CDR, USAG Grafenwöhr, UNIT 28130, APO AE 09114  
CDR, USAG Hessen, UNIT 20193, BOX 0001, APO AE 09165-0001

## References Relating to FRG Funding

The following publications, messages and other information materials address FRG funding in USAREUR. These resources should be used together with Army Regulations and with unit-specific SOPs and command guidance to create a budget for the FRG. Furthermore, the community Ethics Counselor should be consulted for any questions on funding or fundraising for which an interpretation on a case-by-case basis is required.

### [AE 608-2, Family Readiness System](#)

This USAREUR regulation is currently under review. Once the revised regulation is released, it will serve as the *primary, comprehensive* reference for FRGs. Section 13, “Appropriated Fund Support for Family Readiness Groups” and Section 14, “Nonappropriated-Fund Support for Family Readiness Groups” should be consulted as particularly useful sources of information.

### [AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities](#)

This regulation covers Nonappropriated Funds. The FRG is not an MWR program. However, MWR support is provided to FRGs via ACS supplemental mission account.

### [AR 608-1, Army Community Service Center](#)

Chapter 5, “Volunteers” addresses volunteer services. Volunteers to the FRG are registered through ACS and therefore this regulation applies to their participation and service with the FRG. AR 608-1 is currently under revision and when it is released it would include the Commander’s Guide to FRG Operations as Appendix G.

### [Army Commander’s Guide to Family Readiness Group Operations, DRAFT, September 2005, US Army Community and Family Support Center](#)

This Commanders Guide is in draft format, and therefore is not “final.” However, the informal guide provides some great recommendations and cites regulations. Furthermore, Appendix A provides a comprehensive list of references, and Appendix B covers “Frequently Asked Questions.” The finalized guide will be provided as an Appendix G to AR 608-1.

### [MEMORANDUM FOR USAREUR MSC Commanders and GIs; Subject: Family Readiness Groups; BG Frutiger, 22 November 2005](#)

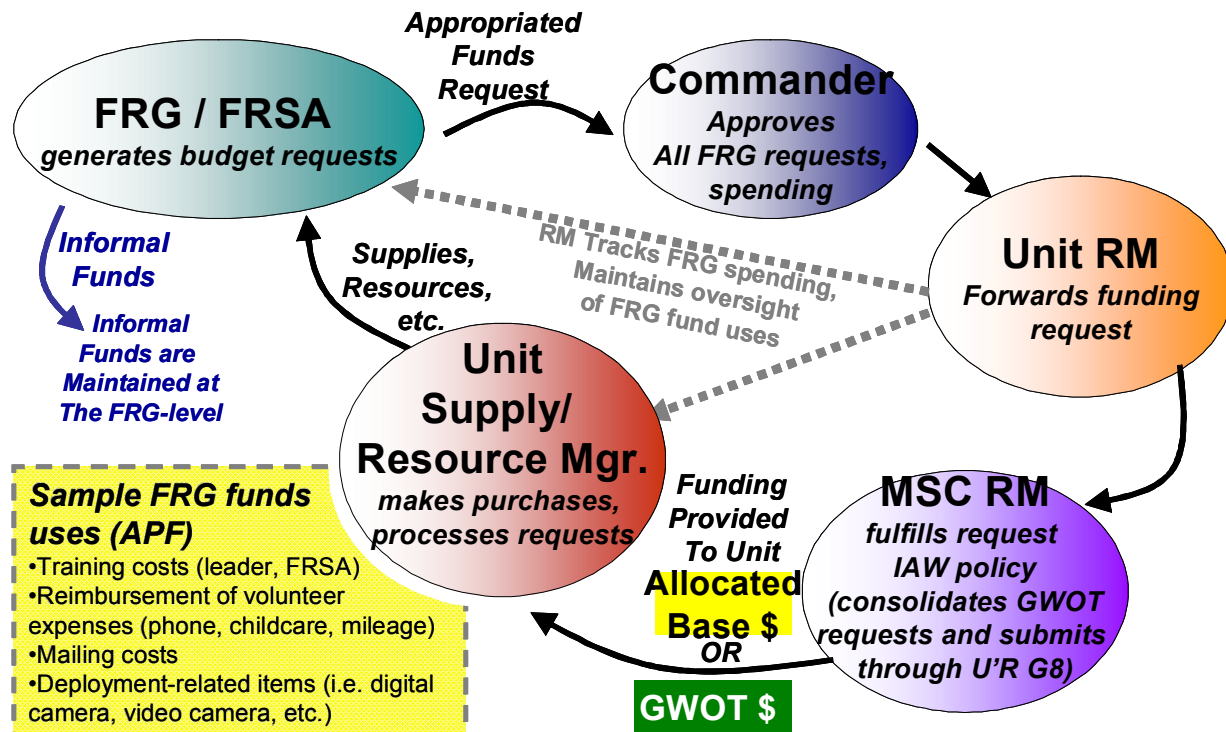
This memorandum addresses FRG status, the use of government equipment and services by FRGs, an interpretation of internal fundraising for USAREUR units, direction regarding the keeping and use of informal funds, and points of reference.

### [MEMORANDUM FOR SEE DISTRIBUTION; SUBJECT: Funding for Family Readiness Groups \(FRGs\) in USAREUR; GEN Bell, 8 December 2005](#)

This memorandum states that brigades, battalions, and “separate companies” in USAREUR will receive \$5,000 each for FY06.

## FRG Funding Process in USAREUR

The following diagram illustrates the funding process for FRGs in USAREUR. This shows that requests for Appropriated Funds to support the FRG must be submitted through the Commander to the unit Resource Manager, who forwards the request to the Major Subordinate Command (MSC) Resource Manager.



## FRG Funding Sources and Uses

Category / Expense	Funding Source			Notes / Policy Source
	Appropriated Funds (APF) (also known as OMA)	Non-Appropriated Funds (NAF)*	Informal Funds (Funds raised by FRG members)	
FRG MEETINGS AND OFFICIAL BUSINESS				
Office supplies	X			
Scanner, other computer supplies	X			
Art supplies (markers, pens, glue, etc. for kid's projects, welcome home banners, bulletin boards, etc.)	X			
Copies	X			AE 608-2 Chapter 13
Mailing costs	X			For official mail only; see Army Commander's Guide to FRG Operations (now in Draft form) for guidance on "unofficial information." See also 608-2 Chapter 13.
Digital camera	X			
Easel board and paper, markers for taking notes or brainstorming at FRG meetings	X			
Basic meeting supplies such as name tags, pens, clipboards for sign-in sheets, etc.	X			
White board or bulletin board for the unit's FRG news	X			
Cards for writing thank you notes, paper stock for certificates, other official correspondence	X			
FRG or FRSA office set up: phone, computer, printer etc	X			
Photo finishing costs (for pictures taken at official FRG events)	X			
Training and travel costs of the unit Family Readiness Support Assistant (FRSA)	X			
Use of government non-tactical vehicles by statutory volunteers on official FRG business	X			Subject to approval of commander and to local command policy and SOPs governing the use, see AR 608-1, AE 608-2 (Ch. 13) and DoDI 4525.8M: Use of Official Mail
Costs of binders, page protectors, dividers, etc. to prepare information books or reference guides for FRG members containing official information or welcome packet	X			
Thank you gift / memento for guest speakers			X	
Unit pins to be worn by FRG members			X	

Category / Expense	Funding Source			Notes / Policy Source
	Appropriated Funds (APF) (also known as OMA)	Non-Appropriated Funds (NAF)*	Informal Funds (Funds raised by FRG members)	
SUPPORT TO VOLUNTEERS, VOLUNTEER EXPENSES, VOLUNTEER RECOGNITION				
Training and travel costs for statutory volunteers	X			AE 608-2 Chapter 13
Telephone costs (reimbursement or purchase of phone card) for FRG leader, Key Callers, etc. for costs incurred while conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
Childcare costs incurred by statutory volunteers conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
Mileage costs incurred by statutory volunteers conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
Official awards for volunteers (Certificates, medal) presented by Commander	X			
Non-official Awards for FRG volunteers (gifts, mementos)			X	
Farewell plaque or other gift / memento for a volunteer or member			X	
MORALE, TEAM-BUILDING, ESPRIT DE CORPS, SOCIAL ACTIVITIES AND EVENTS, OR SOCIAL COMPONENTS TO OFFICIAL MEETINGS				
Transportation costs for "Offsite" team-building event	X			Must be approved by commander, related to FRG mission
Transportation costs for a social activity of the FRG (such as shopping trips, tourist outings, etc.)			X	
Welcome home banners for homecoming events	X			
Gifts such as cards and flowers for new parents, death in the family, get well, etc			X	
Thank you gifts for FRG volunteers			X	
Prizes (i.e., first one to RSVP for the meeting wins a prize, prizes for activities at meetings, etc.)			X	
Rental of canopy or pavilion, Picnic Tables, BBQ Grill, etc. for outdoor events			X	
Welcome or Housewarming Gifts for new Families and unit member (Soldiers, Civilians)			X	



Category / Expense	Funding Source			Notes / Policy Source
	Appropriated Funds (APF) (also known as OMA)	Non-Appropriated Funds (NAF)*	Informal Funds (Funds raised by FRG members)	
MORALE, TEAM-BUILDING, ESPRIT DE CORPS, SOCIAL ACTIVITIES AND EVENTS, OR SOCIAL COMPONENTS TO OFFICIAL MEETINGS (Cont.)				
Food for FRG meetings			X	As an alternative to using informal funds, attendees may bring food (potluck style) or chip in to pay costs
Food Costs for "Offsite" team building event			X	Food costs are almost always informal funds only, never APF
Trip, care package, or other activity for Soldiers in the unit			X	If the FRG chooses to use their money to show support for the Soldiers in the unit, they must use their informal funds and include everyone (for example, not just Single Soldiers); units typically have NAF funds that may also support this
Food, Beverages		X*	X	*NAF funds are subject to availability
Party Supplies and Decorations, Bands or other Entertainment, Clowns, etc.		X*	X	*NAF funds are subject to availability
SUPPORT DIRECTLY RELATED TO DEPLOYMENT				
Video Camera for making videos (to send downrange)	X			
Rental Hall for official welcome and reunion activities	X			
TV and DVD player for Yellow Ribbon Room	X			
Webcams and Commercial Internet Access for Yellow Ribbon Rooms	X			
Supplies for welcome home events				<b>N/A:</b> Welcome home events are covered by unit funds or garrison monies, they are not FRG functions but unit functions
Childcare costs (during FRG meetings) during deployment	X			IAW 10 U.S.C 1791 and 1788(b) and DoDD 1342.17 Family Policy and DoDI 1342.22, Based upon availability of funds, unit commanders may authorize appropriated funds for (1) Child care for command sponsored training or (2) Needed family support including child care, education, and other youth services for Armed Forces members assigned to duty or ordered to active duty in conjunction with a contingency operation.

Notes:

1. This table is a guide for FRGs in creating their budgets. All budgets and Appropriated Funds purchases must be approved by the Commander. Be sure to contact your legal or ethics advisor, as applicable, before making purchases.
2. Commanders may authorize FRGs to maintain informal funds IAW AR 600-20.
3. FRG Informal funds are private monies that belong to the FRG members. They may be used to fund social activities and refreshments.
4. FRG informal funds may not be used for expenses authorized to be purchased with APFs.
5. Use of Informal funds may be used for items listed above only if the membership agrees to the proposed use and the use is consistent with the fund SOP.